

CIVIL RIGHTS/EQUAL OPPORTUNITY QUARTERLY REPORT

MANAGEMENT UNIT

OR

LOCATION: _____

Check Applicable Quarter:

_____ October, November, December = Due December 27

_____ January, February, March = Due March 28

_____ April, May, June = Due June 27

_____ July, August, September = Due September 26

Instructions: This Report is intended to be used to record civil rights/equal opportunity initiatives. Within each Section, list activities, meeting the Section's examples, that were initiated during the quarter.

The term, minority-serving universities/institutions, refers to the following institutions:

- 1890 Land Grant Institutions and Tuskegee University
Listed at www.reeusda.gov/1890/1890list.htm
- Hispanic Serving Institutions
Listed at www.hacu.com/members/list/listHSI.htm
- Historically Black Colleges and Universities (HBCU)
Listed at <http://eric-web.tc.columbia.edu/hbcu/gowebs.html>
- Tribal Colleges
Listed at www.aihec.org/college.htm
- USDA/1890 Centers of Excellence
Listed at www.ars.usda.gov/eeo Click on "Partnerships"; Click on "Centers of Excellence"
- Any university with a predominant minority enrollment

Please e-mail or fax Reports to (only pages with items to report need to be submitted):

Marie Bishop
Area Equal Employment Manager
Voice: 309-681-6632
Fax: 309-681-6683
Email: bishopm@mwa.ars.usda.gov

Revised 11/00

Research and Development

List the following types of activities (not all inclusive) conducted with minority-serving organizations and institutions, historically under-served stakeholders (e.g., small grower, small farmer, etc.), or developing countries:

- Consulting work
- Cooperative research projects
- Grants
- "Informal" collaborations
- Invitations to participate in program workshops, symposia, project/program reviews, etc.
- Meetings
- Proposed/awarded Capacity Building Grants
- Research Support Agreements
- Specific Cooperative Agreements (new and extended)
- Technology Transfer activities

| ORGANIZATION, INSTITUTION, OR DEVELOPING COUNTRY | DESCRIBE PROGRAM/ACTIVITY (Include project title and name of cooperating ARS Management Unit) | ARS FUNDS ALLOCATED UNDER AGREEMENT, GRANT, ETC., IF APPLICABLE |
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Training

List the following types of activities (not all inclusive) conducted at minority-serving organizations or institutions, advocacy organizations for persons with disabilities, or developing countries:

- Presenting seminars
- Teaching courses
- Training faculty/research staff
- Training students

| ORGANIZATION, INSTITUTION, OR DEVELOPING COUNTRY | DESCRIBE PROGRAM/ACTIVITY (Include name of participating ARS management unit) | ARS FUNDS ALLOCATED, IF APPLICABLE |
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Revised 11/00

Equipment

List excess personal property, such as the following (not all inclusive), donated to local schools or minority-serving institutions:

- Computer equipment
- Laboratory glassware
- Library supplies
- Scientific journals

| SCHOOL/ INSTITUTION | DESCRIBE PROGRAM/ACTIVITY (Include name of participating ARS management unit) |
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Recruitment, Internships, and Traineeships

List the following types of activities (not all inclusive):

- Attendance at conferences or job fairs for people with disabilities
- Attendance at minority-serving conferences or career days
- Participation in local organization's disability and minority-serving programs
- Participation in local/co-located university disability and minority-serving programs
- Recruitment initiatives with advocacy organizations for persons with disabilities
- Recruitment initiatives with minority-serving organizations, institutions, or local schools
- Number of people hired through use of special appointing authorities available to employ people with disabilities
- Number of students attending minority-serving schools or institutions or affiliated with minority-serving organizations who are hired in internships and student employment programs or hired through the minority-serving organizations
- Numbers of faculty members from minority-serving institutions or local schools who are hired via non-permanent employment programs
- Numbers of visiting scientists from minority-serving institutions touring, visiting, or working in ARS laboratories
- Numbers of ARS employees teaching at minority-serving institutions or local schools

| ORGANIZATION OR INSTITUTION | DESCRIBE PROGRAM/ACTIVITY (Include name of participating ARS management unit) | ARS FUNDS ALLOCATED (SALARIES/ BENEFITS), IF APPLICABLE |
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Revised 11/00

Tuition

List payment of tuition, books or materials, etc., to institutions and training organizations for positions in the following types of programs (not all inclusive):

- Career Enhancement Program
- Leadership programs (e.g., Aspiring Leader Program, New Leader Program, Mid-Level Leadership Training Program)
- Student Career Experience Program.

[illegible]

Revised

Noteworthy Activities, Initiatives and Accomplishments

List the following types of activities (not all inclusive):

- Community outreach efforts designed to increase awareness of women, minorities, and individuals with disabilities into careers in science and agriculture
- Procurement initiatives with minority, women-owned, and small and disadvantaged businesses
- School Outreach (e.g., demonstrations, science fair judges, tours, work with science teachers)
- Special observance activities
- Any other activities with advocacy organizations for persons with disabilities that can't be listed in the previous Sections
- Any other activities with minority-serving organizations, institutions, or stakeholders that can't be listed in the previous Sections

| ORGANIZATION OR INSTITUTION | DESCRIBE PROGRAM/ACTIVITY (Include name of participating ARS management unit) | ARS FUNDS ALLOCATED, IF APPLICABLE |
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